

WST2

The Washington State Department of Transportation's
Highways & Local Programs and WST2 Center present:

Construction Documentation

Documentation of Road Construction Projects with FHWA Funding

December 6, 2006 (#1237)
Vancouver

WSDOT SW Region Headquarters, Room 124
11018 NE 51st Circle, Vancouver, WA 98682
(360) 905-2000

January 23, 2007 (#1238)
Lacey

Lacey Community Center, 6729 Pacific Avenue
Lacey, WA 98509 (360) 412-3191

January 24, 2007 (#1239)
Tacoma

Tacoma – location to be announced

February 27, 2007 (#1240)
Burlington

Burlington Fire Station, 350 East Sharon Avenue
Burlington, WA 98233 (360) 755-0261

February 28, 2007 (#1241)
Bellevue

WSDOT NW Region Northup Way Maintenance Facility
10833 Northup Way N.E, Bellevue, WA 98004
(425) 739-3730

March 1, 2007 (#1242)
Kent

WSDOT Kent Maintenance Facility, 26620 68th Avenue S.
Kent, WA 98031 (253) 372-5681

March 20, 2007 (#1243)
Spokane

WSDOT Eastern Region Hdq., 2714 N. Mayfair Street
Spokane Co. East/West Room
Spokane, WA 99207 (509) 324-6000

March 21, 2007 (#1244)
Moses Lake

Best Western Lake Inn, 3000 Marina Drive, Surf Room
Moses Lake, WA 98837 (509) 765-9211

March 22, 2007 (#1245)
Yakima

WSDOT SCR East Selah Maintenance Facility
900 E. Selah Road, Yakima, WA 98901
(509) 575-2592

April 17, 2007 (#1246)
Shoreline

WSDOT NW Region Hdq., Cafeteria Conference Room
15700 Dayton Avenue North, Shoreline, WA 98133
(206) 440-4000

April 18, 2007 (#1247)
Tumwater

Washington State Materials Lab, 1655 S. 2nd Ave.
Tumwater, WA 98512 (360) 709-5400

(The phone numbers at the above training facilities can be used in case of emergency to contact a student in the class.)

Cost: Free

Time: 8:00 am to 4:00 pm

Maximum Class Size: 35



**Washington State
Department of Transportation**

Target Audience

Field inspectors and office staff.

Instructor

Ken Hash, Assistant Local Programs Engineer, WSDOT Southwest Region

Description and Objectives

This course covers the three phases of contract documentation of public works projects with FHWA funding; pre-contract, contract, and post-contract. Local agency and contractor's documentation is discussed, with a strong emphasis on the documentation requirements of the field inspector. On completion of this course, participants will have a working knowledge of:

- Required documentation that will be submitted by the contractor.
- Required documentation for acceptance of contract materials.
- Daily inspector's documentation of the contract work.
- Source documentation for the monthly progress payment to the contractor.

Local Programs Engineers from each WSDOT region will be on hand at each class to answer questions from their agencies.

Questions? Contact Laurel Gray at (360) 705-7355 or GrayL@wsdot.wa.gov.

Registration

Please register on-line using this link: [On-line Registration Form](#). Fill in the requested information, select your class from the drop-down list, then press "Submit." You will receive an e-mail notification with driving directions to the training site when we process your request. **If you do not receive this e-mail notification within a day or two, you may not be registered and should contact us by phone.**

Confirmation letters are mailed three weeks before the class. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail wst2center@wsdot.wa.gov or schmidw@wsdot.wa.gov or phone (360) 705-7386.

(Disability accommodations provided upon request.)

Washington State Technology Transfer Center's Web Page

www.wsdot.wa.gov/TA/T2Center/t2hp.htm



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Department of Transportation